DAMO-FMP   2 Mar 07

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY09 Command Plan Guidance Update #1

1. References:

    a. Memo, HQDA, DAMO-FMP, 19 December 2006, Subject: FY09 Command Plan Guidance

    b. Memorandum, HQDA, DAMO-FMP, 7 September 2006, subject: Concept Plan Guidance.

2. The Command Plan is the annual force management process designed to account for and document force structure decisions and directives from the Army leadership including those changes submitted by OSD and the Commands, and outlined in Congressional guidance. This memorandum updates the FY09 Command Plan (CPLAN) guidance by focusing and adjusting the timeline and milestones for the FY09 CPLAN submission and the collective actions that need to be accomplished.

3. Costing, Funding Source, and Workload Documentation for Concept Plans: This is an update to reference 1b above focusing on CME to DAC concept plans. Commands must place additional emphasis on explaining the mission and workload performed by the contractor. At the very least, pertinent parts of a Statement of Work (SOW) and a brief summary of the functions being performed by the contractor, with workload data, is essential to making sure some kind of "apples to apples" comparison is being made. These functional descriptions and extracts from the SOW are also essential to evaluating any assertion that the work being performed by a contractor is "inherently governmental" or "associated with" inherently governmental work. In addition, Commands should provide an audit trail for the funding source of the contract by operating agency, AMSCO, Element of Resource, MDEP and the Contract number/task order number. Additional guidance concerning the costing of CME to DAC concept plans is at Annex A.

4. Current modular Brigade Combat Team 2nd generation MTOE timeline is at Annex B. It continues to be a work in progress.

5. TDA Documentation Update

    a. Civilian Type (CTYPE) Coding: Effective with the FY09 TDA and AUGTDA documents, a separate data field has been added to record the CTYPE for each civilian personnel line. This field will be used to provide an automated comparison between

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

SAMAS Budget and TAADS Documents. Initial implementation of this data field was completed by USAFMSA based on a CTYPE to Branch Crosswalk (Civ. Type/Branch), which is available on FMSWeb under the Lookup Tools (Civ. Type/Branch). Commands must review the populated CTYPE field on their FY09 TAADS Staffing documents posted in the Staffing database and provide updates to USAFMSA NLT 6 APR 07. The implementation of a CTYPE field in TAADS documents will improve the documentation of civilian manpower, and reduce the amount of time required for the Command Plan scrubs.

   b. IAW paragraphs 14b and 15 of the DAMO-FMP FY09 Command Plan Guidance Memorandum dated 19 Dec 06, the date for Schedule 8 submission by the Commands was tentatively set for 23 Feb 07. The date of submission for Command Schedules 8 is now 6 APR. Additional guidance will be forthcoming in the Resource Formulation Guidance.

   c. All unfunded military to civilian conversions programmed for FY08 and FY09 will be moved by G-37/FMP to FY10 to permit funding to be identified prior to the elimination of military authorizations. Additionally, military to civilian conversions programmed for FY10 will be moved to FY11 and military to civilian conversions programmed for FY11 will be moved to FY12.

   d. In a change, CMEs will again be documented as NON-ADD Manpower requirements and authorizations in TAADS by UIC, APE, MDEP, Identity Code, Branch, Grade, Position title, FSC and Manpower Mix Criteria (MMC) Code. The identity Code to be used for CME reporting is "T". The Branch Code to be used is "CC". The FSC will be loaded in the "CAFC" field of TAADS. The Grade will be "01" and the Position Title will be "CME" or as directed by the Command.   TDA remark 49 (NON-ADD) will be included in the standard personnel remarks (PRMK1) section for every CME documented.

   e. G-37/FMP with automation support from USAFMSA continues the process of developing an automation tool for the submission of DA Form 4610-Rs to the HQDA TDA Equipment Board for HQDA Controlled Line Item Numbers (LINs). This automation tool is located on the FMS Web site. Testing continues this month with the goal of full implementation for all Commands for all HQDA Controlled LINs for the April 2007 HQDA TDA Equipment Board. G-37/FMP POC is Bruce Lindell (703) 692-9842.

   f. Security Code Review: For FY09 documentation Commands will review their military, civilian, and contractor personnel security and/or personnel suitability programs relative to position sensitivity. This includes security code justification for Position Personnel Security Requirement (PPSRQ), Position Personnel Security Status (PPSST), and Personnel Security Investigation Required (PSIRQ). Standard coding must be followed (See Annex C). HQDA G-2 POC is Andrea Upperman, 703-695-3719.

   g. National Security Personnel System Documentation Guidance: See Annex D.

2

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

6. Adjustment of FY09 Command Plan Key Dates.

6 APR 07: Schedule 8 submission

13 APR 07: TDA/AUGTDA changes / documents due to USAFMSA

23 APR – 18 MAY 07: G-37/FMP/G-37/FMO/Command/USAFMSA/USAMAA Scrubs

21 MAY – 8 JUN 07: Command Plan briefings by Commands

5 JUN 07: FY09 Incremental AUTS 1

11 JUN 07: FY09 Incremental AUTS 2

18 JUN 07: FY09 Incremental AUTS 3

21 JUN 07: FY09 Incremental AUTS 4

26 JUN 07: Lock the Force Brief

28 JUN 07: Lock the Force, publish the FY09 Master Force

7. DAMO-FMP will update this guidance as new force management policies and
decisions are made by the HQDA senior leadership. The Army G-37/FM POC is Mr.
Michael J. Bush, DSN: 222-7955, CML: (703) 692-7955, or e-mail:
michael.bush2@hqda.army.mil.

ANNEX A   RICHARD P. FORMICA
ANNEX B   Major General, U.S. Army
ANNEX C   Director of Force Management
ANNEX D

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DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

DEPUTY CHIEF OF STAFF, G-3/5/7
DEPUTY CHIEF OF STAFF, G-4
DEPUTY CHIEF OF STAFF, G-6
DEPUTY CHIEF OF STAFF, G-8
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   U. S. ARMY TRAINING AND DOCTRINE COMMAND
   U. S. ARMY MATERIEL COMMAND
   U.S. ARMY CENTRAL (THIRD ARMY)
   U.S. ARMY NORTH (FIFTH ARMY)
   U.S. ARMY SOUTH (SIXTH ARMY)
   U.S ARMY, EUROPE (SEVENTH ARMY)
   U. S. ARMY PACIFIC
   EIGHTH U. S. ARMY
   U. S. ARMY SPECIAL OPERATIONS COMMAND
   U. S. ARMY SPACE AND MISSILE DEFENSE COMMAND
   U. S. ARMY TEST AND EVALUATION COMMAND
   U. S. ARMY CRIMINAL INVESTIGATION COMMAND
   U. S. ARMY MILITARY DISTRICT OF WASHINGTON
   U. S. ARMY CORPS OF ENGINEERS
   U. S. ARMY MEDICAL COMMAND
   U. S. ARMY INTELLIGENCE AND SECURITY COMMAND
   U. S. ARMY NETWORK, ENTERPRISE AND TECHNOLOGY COMMAND
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   DIRECTOR, ACQUISITION SUPPORT CENTER
   DIRECTOR, CONTRACTING AGENCY

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

Annex A: Costing of Concept Plans

For broader questions related to costing and economic analysis reference:
- AR 11-18 the Cost and Economic Analysis Program
  (http://www.asafm.army.mil/pubs/ar11-18/ar11-18.pdf)
- The Department of the Army Cost Analysis Manual
  (http://www.asafm.army.mil/pubs/cdfs/cam/CAM.pdf)
- The Economic Analysis Manual
  (http://www.asafm.army.mil/pubs/cdfs/manual/economic.pdf)

This guidance is refined from methods in the above manuals to apply to the specific situation of comparing contracting and civilian costs. (The duties, associated labor, and other costs, are determined under the manpower requirements portion of the concept plan). There are two primary components of costing for a concept plan, the cost of the contract and the cost of the civilians. The following specifies the sources and types of information to be provided.

Contract Cost:

- The costs for the contract should come from the actual contract and include all costs of the contract, broken out by category (e.g. Pay, Direct Cost, Travel, Overhead, Reimbursable Costs, Penalties for ending the contract, Costs for contract administration, Government costs associated with the contract, but not captured in the contract, etc.) Spell out acronyms in footnotes. Commands must identify how the contract is administered.

- Provide supporting documentation to the contract cost categories at an inventory/itemized level of detail where possible. There should also be an indication of on site or off site contractor. (The details of the number of contractors, the work done by the contractors, and the description of duties for civilians should be in the position description and manpower requirement sections to be evaluated by G-3 and M&RA.)

- All costs should be included. If there is a category you believe is not captured in the guidance add the category.

Civilian Cost:

- The equivalent civilian and contract cost categories should be displayed next to each other (e.g. Pay, Direct Cost, Travel, Overhead, Reimbursable Costs, Penalties for ending the contract, Costs of contract administration, Government costs associated with the contract, but not captured in the contract, etc.)

- For a Firm Fixed Price contract, where there is only one price, you must still provide the civilian and government cost categories that will apply to a conversion.

5

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

- For every contract cost category analysis must be done to determine the equivalent cost (if any) for a civilian and any additional costs by having a civilian instead of contractor.

- The civilian position should be identified by job series, grade, locality, and number of position.

  - To determine civilian pay costs the AMCOS Lite tool of AMCOS (see the web address below) should be used.
    - http://www.pcs.osmisweb.com/
    - Both the Army-Funded Civilian costs and Gov't-Funded Civilian costs should be used for the appropriate civilian pay costs.

- Supporting documentation is required to substantiate all cost estimates of the costs for the civilian, including a justification if the cost will not be required for a civilian.

- For a civilian position that was formerly an off-site contract position, add a civilian cost category for overhead. Use 12% of civilian pay as the overhead rate.

- All costs should be included. If there is a category you believe is not captured in the guidance, add the category.

Comparison:

Compare the contract cost to estimated civilian cost. For calculating out year contract costs, use the actual contract costs when possible, and use the Army Inflation guidance http://www.asafm.army.mil/pubs/inflate/indices.xls for the civilian pay and other categories when there is not a contract to support a future cost. Document which inflation rates are used for each category.

Sample:

Categories	Civilian	Contract
Pay		
Direct Cost		
Travel		
Overhead		
Reimbursable		
Penalties		
Contract Admin		
Other Govt Costs		
Total:		

POC for costing information is Mr. Eric Goldman, CPA 703-692-7406

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

Annex B: Modular Brigade Combat Team 2nd generation MTOE timeline

DATE	LEAD	HBCT Package 1a
		TASK
19-Jan-07	FMSA DIV's	**HBCT TOE BUILD STATUS**
29-30 Jan 07	DAMO-FM	**CONDUCT TOE SUMMIT (HBCT) Complete**
5-9 Feb 07	FMSA	**TOE Summit Fix**
12-16 Feb 07		
20-23 Feb 07		
21-Feb-07		**Division's publish staffing TOE's to FMS NOTIFY SAI**
26 Feb - 2 Mar 07		
27-Feb-07	DAMO-FM/FMSA	DFM TOE Approval Briefing (HBCT) **Complete**
5-9 March 07	DAMO-FM/FMSA	
12-16 March 07	DAMO-FM/FMSA	MTOE Staffing Document BUILD PHASE HBCT
19-23 March 07	DAMO-FM/FMSA	FMSA QA/QC 1st Review HBCT's
26-30 March 07	FMSA/DAMO-FM	MTOE ARSTAFF/ACOM 1st Review HBCT's
2-6 April 07	DAMO-FM/FMSA	MTOE "FIX" HBCT's
9-13 April 07	DAMO-FM/FMSA	FMSA QA/QC 2nd Review HBCT's
16-17 April 07	DAMO-FM/FMSA	MTOE ARSTAFF/ACOM 2d Review HBCT's
19-20 April 07	DAMO-FM/FMSA	DFM MTOE Approval Briefing HBCT's
23-27 April 07	DAMO-FM/FMSA	
25-27 April 07	DAMO-FMP	AUTS Run "HBCTs"
30 Apr -4 May 07	FMSA	**30 APRIL PUBLISH APPROVED HBCT MTOE's (TBD#/24 HBCT's) CCNUM: 3X08 E:16 May 07**

DATE	LEAD	IBCT Package 1b 08-10 Deployer
		TASK
27-Feb-07	DAMO-FM/FMSA	
5-9 March 07	DAMO-FM/FMSA	**CONDUCT TOE SUMMIT (IBCT)**
12-16 March 07	DAMO-FM/FMSA	**TOE Summit Fix**
19-23 March 07	DAMO-FM/FMSA	MTOE Staffing Document BUILD PHASE IBCT
26-30 March 07	FMSA/DAMO-FM	FMSA QA/QC 1st Review 08-10 IBCT's
2-6 April 07	DAMO-FM/FMSA	MTOE ARSTAFF/ACOM 1st Review 08-10 IBCT's

Date	Org	Activity
2-6 April 07	DAMO-FM/FMSA	MTOE ARSTAFF/ACOM 1st Review 08-10 IBCT's
9-13 April 07	DAMO-FM/FMSA	MTOE "FIX" 08-10 IBCT's
16-17 April 07	DAMO-FM/FMSA	FMSA QA/QC 2nd Review 08-10 IBCT's
19-20 April 07	DAMO-FM/FMSA	MTOE ARSTAFF/ACOM 2d Review IBCT's
23-27 April 07	DAMO-FM/FMSA	DFM MTOE Approval Briefing 08-10 IBCT's
25-27 April 07	DAMO-FMP	AUTS Run "08-10 IBCT's"
30 Apr -4 May 07	FMSA	30 APRIL PUBLISH APPROVED 08-10 IBCT MTOE's (TBD#/37 IBCT's) CCNUM: 3X08 E: 16 May 07

SBCT Package 3 (BCAWS & CLS)	
DATE	**DRAFT**
12-16 March 07	DA provides guidance on design changes, BCAWS and CLS implementation by FY
19-23 March 07	Develop TOEs DA provides mod level for SBCT 2 and 3
26-30 March 07	Post TOEs NLT 28 Mar Post draft MTOEs(SBCT 2 and 3) for DA staffing
2-6 April 07	**Conduct SBCT TOE Review / Scrub**
9-13 April 07	Update TOEs based on TOE review/scrub decisions
16-20 April 07	TOE QA (FMSA) / Receive UICs, EDATEs, Mod Levels from DA
23-27 April 07	**TOE Approval brief to Dir, FM**
30 Apr -4 May 07	Develop MTOEs
7-11 May 07	MTOE QA and Staffing
14-25 May 07	Update MTOEs based on initial staffing
29 May-1Jun 07	MTOE QA and final staffing
4-8 Jun 07	**MTOE Approval Brief to Dir, FM**
11-15 Jun 07	**AUTS Run / Publish approved 08 MTOEs**

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

Annex C: Position Sensitivity Coding

1. PPSRQ - Position Personnel Security Requirement - describes the special personnel security requirements for a particular duty position. It specifies the investigation and re-investigation requirement and/or scope of investigation for some positions and nuclear/chemical personnel reliability, and IT suitability requirements for other positions.

A-Critical Nuclear Personnel Reliability Program (PRP) criteria
B-Five-Year re-investigation requirement
C-Ten year re-investigation requirement
D-Controlled Nuclear Personnel Reliability Program (PRP) Criteria
E-Category One Presidential Support Criteria
F-Category Two Presidential Support Criteria
N-Positions requiring access to information technology (IT) and for processing information within IT systems.
Q-Chemical/Bio Surety (Chem/Bio Personnel Reliability Program) Criteria
Y-None

2. PPSST - Position Personnel Security Status – specifies the highest level of personnel security eligibility for access to classified Defense information required for particular duty position.

A-Top Secret with access to Sensitive Compartmented Information
D-Top Secret
F-Secret
H-Confidential
Y-None

3. PSIRQ - Personnel Security Investigation Required – specifies the type of personnel security investigation required for a particular duty position.

A-Single Scope Background Investigation (SSBI)
B-Access National Agency Check with Inquiries (ANACI)
C-National Agency Check with Inquiries (NACI)
D-National Agency Check plus 10 years continuous active duty
E-National Agency Check (NAC)
F-National Agency Check with Law and Credit (NACLC)
Y-None

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

Annex D: National Security Personnel System (NSPS) Documentation Guidance

1. Purpose: The purpose of this annex is to provide guidance to Commands on the documentation of civilians under NSPS.

2. Overview: NSPS is a new civilian human resource management system that compensates and rewards employees based on performance and contribution to the mission. The NSPS implementation occurs in three phases referred to as spirals. Within these spirals, there are sub-spirals. All DoD employees are projected to have transitioned to NSPS by fiscal year 2009.

3. Implementation Schedule: Spiral 1.1 took place on April 30, 2006. It included over 11,000 DoD civilians including 2,400 Army employees. The next scheduled Army sub-spirals are:

- Spiral 1.2 – November 2006 and January 2007 (Figure 1 lists Spiral 1.2 Organizations)
- Spiral 1.3 – Spring 2007

Spiral 1.2 Organizations	# of employees transitioning - subject to fluctuation
Total Army	14,373
US Army Military District of Washington	67
US Army Medical Command (CHPPM)	539
Office of the Secretary of the Army	6,604
US Army Surface Deployment and Distribution Command	204
US Army Forces Command	492
US Army Materiel Command	1,720
US Southern Command	154
US Army Corps of Engineers	4.497
US Army Training and Doctrine Command (AMSC)	86

Figure 1

4.   Changes to Documentation: As the Army transitions into Spiral 1.2 of NSPS, the means by which civilians are documented must be addressed. The goal is to convert from the General Schedule System (GS) to NSPS with minimal disruption to the current documentation process by using existing data fields.

DAMO-FMP
SUBJECT: FY09 Command Plan Guidance Update #1

NSPS consists of Career Groups, Pay Schedules, and Pay Bands. To capture the coding conversion from the GS System, the branch code and grade data fields will be utilized. Figure 2 displays the coding conversion from the GS System to NSPS.

GS System	NSPS Classification Architecture
Occupational Families	Career Groups
Pay Plans	Pay Schedules
Grades	Pay Bands
Occupational Series	Occupational codes

Figure 2

- Branch codes will identify the NSPS Pay Schedules (YA, YB, YC, etc.). Current documents use branch codes to identify civilians with the code GS. Future documents will use Pay Schedule codes. USAFMSA has added these new codes to the current branch code table. Figure 3 contains a list of all Pay Schedules. The Pay Schedule code is important in that it represents a specific career group as well as if a position is supervisory or non-supervisory. For this reason, Commands must ensure that positions are coded correctly for the conversion process.

Standard Career Group	Investigative & Protective Services Career Group
• Professional/Analytical (YA) • Tech/Support (YB) • Student Employment (YP) • Supervisor/Manager (YC) 71% of DoD Workforce	• Investigative (YK) • Fire Protection (YL) • Police/Guard (YM) • Supervisor/Manager (YN) 6% of DoD Workforce
Medical Career Group	**Engineering & Scientific Career Group**
• Physician/Dentist (YG) • Professional (YH) • Tech/Support (YI) • Supervisor/Manager (YJ) 5% of DoD Workforce	• Professional (YD) • Tech/Support (YE) • Supervisor/Manager (YF) 18% of DoD Workforce

Figure 3

The grade data field will document the Pay Bands (01, 02, 03, and 04). Current documents use the grade data field to identify the grade level of a position, for example GS-13. Future documents will use Pay Band codes. There are no more than four Pay Bands in a Pay Schedule. See Figure 4. No updates to the current grade code table are required.

Pay Band	Prof/Analytical	Tech/Support	Supervisory
1	Entry/ Developmental	Entry/ Developmental or Journey	Supervises PB 1
2	Journey	Journey	Supervises PB 2
3	Expert/Program Mgr	Journey/Expert	Manager
4		Unusual (super) Expert	

Figure 4

5.   Implementation of NSPS: As stated previously, all DoD employees are projected to have transitioned to NSPS by fiscal year 2009. Therefore the majority of FY09 documents should be built in accordance with NSPS documentation guidance beginning with the FY09 Command Plan. For those Commands that will spiral in FY07 or FY08, documents can be rebuilt to reflect NSPS changes on FY08 documents at the request of the Command.   For Commands that require additional time or have additional NSPS issues to resolve contact your DAMO-FMP Force Structure Command Manager for an exception to NSPS documentation.   All bargaining unit employees will continue to be documented under the current GS system.

- To convert civilian positions to NSPS, refer to the Department of Defense Civilian Personnel Management Service website for the GS to NSPS Conversion Calculator http://www.cpms.osd.mil/nsps/conversion/index.html. This tool will provide the NSPS Career Group, Pay Schedule, and Pay Band for each civilian position.

- The changes made to FY08 documents will require an Out-of-Cycle (OOC) Document Request. Forward request to the appropriate Force Structure Command Manager (FSCM) in DAMO-FMP for review.

6. Examples: Figure 5 displays examples from current TDA documents using the GS System followed by examples of what those positions will convert to in future TDA documents using NSPS. Note that only the branch and grade fields are affected by this conversion.

Examples

PARNO	PARATITLE	LN	TITLE	GRADE	POSCO	BRNCH	IDENT	REQSTR	AUTHSTR	RMK1	AMSCO	MDEP	CAFC	MMC
041	ORGANIZATIONAL INTEG	02	SR MGMT ANALYST	15	00343	GS	C	1	1	CN	43139800	XMGH	Y210	E
041	ORGANIZATIONAL INTEG	02	SR MGMT ANALYST	03	00343	YC	C	1	1	CN	43139800	XMGH	Y210	E
041	ORGANIZATIONAL INTEG	03	ADMIN MGMT SPEC	08	00301	GS	C	1	0	TX	43139800	XMGH	Y210	H
041	ORGANIZATIONAL INTEG	03	ADMIN MGMT SPEC	01	00301	YA	C	1	0	TX	43139800	XMGH	Y210	H
041A	OI MANEUVER TM	01	BRANCH CHIEF	14	00343	GS	C	1	1	TA	43139800	XMGH	Y210	H
041A	OI MANEUVER TM	01	BRANCH CHIEF	02	00343	YC	C	1	1	TA	43139800	XMGH	Y210	H
041A	OI MANEUVER TM	10	PROG ANALYST	13	00343	GS	C	1	1	CN	43139800	XMGH	Y210	H
041A	OI MANEUVER TM	10	PROG ANALYST	02	00343	YA	C	1	1	CN	43139800	XMGH	Y210	H
042B	PRG CMD BR	03	IT SPEC (DATA MGMT)	14	02210	GS	C	1	1	CN	43139800	XMGH	W100	H
042B	PRG CMD BR	03	IT SPEC (DATA MGMT)	03	02210	YA	C	1	1	CN	43139800	XMGH	W100	H
042C	FOR STR AUD BR	03	ORSA	14	01515	GS	C	1	1	CN	43139800	XMGH	Y210	H
042C	FOR STR AUD BR	03	ORSA	03	01515	YD	C	1	1	CN	43139800	XMGH	Y210	H

Figure 5

Conversion and classification architecture are available via the NSPS website at http://www.cpms.osd.mil/nsps/conversion.html